

Example 1.1c

Statewide Salary Data Processing System

Deleting a Salary

1. From the home page, select the classification for the salary you want to delete and click the *DELETE SALARY* button.
2. A verification of action screen will appear, to let you know that your action will permanently delete the salary for the selected classification, upon approval by the State Universities Civil Service System.
3. Send your request to the System Office by clicking the *SEND REQUEST* button.

NOTES:

- You will receive verification via e-mail message that your request has been sent.
- When the System Office has made their decision, you will receive an e-mail message stating that your request has been approved or denied.